

NDPERS

Retirement Benefit Program



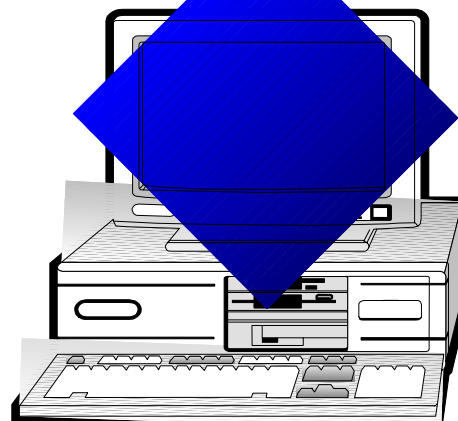
Users Manual

Welcome to the NDPERS retirement benefit calculation program!



This program is a tool designed to help members of the NDPERS retirement program. It can estimate a retirement benefit for each of the different retirement options and estimate the cost of purchasing additional service. The user can perform 'what if' scenarios by changing dates and dollar amounts to find the exact time that they wish to retire. The program only provides estimates. Exact numbers must be obtained from the NDPERS office.

System Requirements:



- * IBM PC/AT or Compatible
- * 3.5-inch 1.44 MB disk drive

Getting Started and Installation:

To run the program right from the floppy diskette:

1. Insert the disk into your floppy disk drive.
2. Make sure that you are at your hard disk DOS prompt (usually C:\>).
3. Type **a:** and press the Enter key.
4. Type **retire** and press the Enter key.
Your screen might look like the following:
A:\>retire <press the Enter key>

To copy and run the program from a hard drive:

1. Perform steps 1 & 2 above.
2. Make a directory for the program.
Type **md retire** and press the Enter key.
Type **cd retire** and press the Enter key
3. Copy the program files to the directory.
Type copy **a:*.*** and press the Enter key.
4. Type **retire** and press the Enter key.
5. When finished type **cd** and press Enter to return to the root directory.
To run it again:
Type **cd retire** and press the Enter key
Type **retire** and press the Enter key.

To Run the Program in Windows:

Double click the 'retire' icon or select Run from the Start menu and type **a:Retire** with disk in drive.

Instructions:

When the program is started, an introductory screen is displayed. Press any key at this screen and the main menu will be displayed.

RETIREMENT MAIN MENU

- 1 - INPUT DATA
- 2 - CHANGE DEFAULTS
- 3 - RETIREMENT OPTIONS
- 4 - PURCHASE SERVICE
- 5 - DEFERRED COMP CALC
- 6 - DISCLAIMER
- 7 - QUIT

You can choose an option by pressing the number or highlighting it with the arrow keys and pressing the Enter key. You can get back to the main menu by pressing the ESC key. **Help is the F1 key.**

1 - INPUT DATA

This is the part of the program to estimate the retirement benefit. Before entering this part of the program you should know: date of birth, employment date, retirement date, and final average salary. These items are required and are in the color red. At the FINISHED? prompt you can press F2 to see a graph of your Retirement Benefit, Social Security, and the remaining Deferred Compensation percentage needed to equal 100% of your Final Average Salary.

When you enter the RETIREMENT ESTIMATED BENEFIT CALCULATION screen, you need to enter information into the data fields. You can get help with a field by pressing the **F1 key** while you are at that field. Use the arrow keys or Enter key to move between fields. After you enter data into a field the cursor will skip to the next field.

DATE OF BIRTH - Type your date of birth here.

EMPLOYMENT DATE - Type in your earliest employment date here. This is your first day of work. The program starts out by putting today's date in. Simply type the correct date over the top of today's date.

RETIREMENT DATE - Type in your estimated last day of work here. Again, today's date is provided. Type over the top if you want a different date. Pressing the **F1 key** will give you a list of dates and your age at those dates.

FINAL AVERAGE SALARY - This is the average of your highest 36 salaries in the last 120 months (ten years) that you worked. Press the **F1 key** for help projecting your salary to a future retirement date.

EARLY SOCIAL SECURITY - This is a Yes/No question. Press 'Y' if you plan to draw social security at the early age of 62, or press 'N' if you plan to wait until your normal drawing age (age 65 or later).

SOCIAL SECURITY BENEFIT - Type in the amount that you will draw from social security. If you do not know this number you can guess or contact the social security administration to get a Personal Earnings and Benefit Estimate Statement. You'll have to fill this statement out and send it in to get your personal estimate. Social Security's tollfree telephone number is 1-800-772-1213.

SPOUSE DATE OF BIRTH - If you are married, enter your spouse's date of birth here. If you are single, leave this field blank.

SICK LEAVE CONVERTED - If you will be converting any of your sick time to retirement credit, enter the number of months here. If you are not converting, leave the field blank.

DUAL MONTHS - If you have dual service, enter the number of months here. If you do not, leave this field blank.

PURCHASE MONTHS - If you purchased any retirement service credit or plan to purchase service, enter the number of months here. If you have not purchased any credit and are not planning to purchase, leave this field blank.

MISSED MONTHS - If you have gaps in your service between your **EMPLOYMENT DATE** and your **RETIREMENT DATE**, enter the number of months here. For example, if you took off three months for family leave, enter 3 here. If you worked at another job for ten years, enter 120 here.

Once the MISSED MONTHS field is entered, the program will calculate your benefits.

The first part, **TOTAL BENEFIT** and Retiree Health Insurance Credit, is the unreduced benefit amounts.

The next section shows all the service and your age along with a message regarding whether or not you are eligible for retirement.

The bottom section shows if there was a reduction in benefits and the benefit amounts for all of the different retirement options.

See your retirement handbook for more detailed benefit information.

The cursor will be at the bottom of the screen at the **FINISHED?** prompt. If you are done and want to go back to the main menu press the 'y' key. If you want to back up and change some of the fields press the 'n' key. By changing the fields you can find your best retirement date, or find your benefit at different ages. Changing the fields will also show how working longer or purchasing service will increase your benefit.

2 - CHANGE DEFAULTS

This option lets you change the benefit multiplier, retirement rule, and the health insurance credit. These numbers are set by law, and may change subject to legislative action. If any of these numbers do change, make the appropriate change in this part of the program. You can also use this section to perform certain 'What if' scenarios. For example, if you want to see the effect of a Rule of 80, change the 85 rule to 80 (Remember to change it back after you have finished). To exit the **CHANGE DEFAULTS** screen press the Esc key.

3 - RETIREMENT OPTIONS

This option gives an explanation of each of the different retirement options.

4 - PURCHASE SERVICE

This option lets you estimate the cost of purchasing service credit. **CAUTION:** Federal limitations may restrict the amount of service credit or unused sick leave an individual may purchase or convert. If you plan on purchasing service credit or converting sick leave, please contact the NDPERS office to determine whether the restrictions apply to you **prior to finalizing your retirement plans.**

When you go into this part of the program another menu comes up.

PURCHASE MAIN MENU

- 1 - SICK LEAVE
- 2 - OTHER LEAVE
- 3 - EXIT

1 - SICK LEAVE

The sick leave option simply asks you to type in your final average salary, and then multiplies that amount by 9.12% to come up with a per month cost to convert sick leave. The program then asks you to input how many months you wish to convert. The monthly cost is then multiplied by the number of months.

2 - OTHER LEAVE

The other leave option calculates the cost of purchasing retirement service credit. You need to know your date of birth, purchase date, years of service, final average salary, and time to purchase for this option.

When you enter the SERVICE PURCHASE CALCULATION screen, you need to input six fields of data.

DATE OF BIRTH - enter your birth date here.

PURCHASE DATE - enter the date in which you plan to make the purchase here.

CREDITED SERVICE - enter your actual years of credited NDPERS retirement service here.

FINAL AVERAGE SALARY - This is the average of your highest 36 salaries in the last 120 months (ten years) that you worked.

Comments, Suggestions, & Help:

DATES TO PURCHASE - Enter the time period that you wish to purchase. If there is a specific time period, such as military service, enter it. If you are just buying time, say six months, enter in any six month period. For example: FROM: 01/01/1990, TO: 07/01/1990.

Once the DATES TO PURCHASE are entered the program will calculate the TOTAL COST TO PURCHASE.

5 - DEFERRED COMP. CALCULATOR

1 - FUTURE VALUE: use this option to calculate the future value of equal monthly payments to an investment.

2 - MONTHLY CONTRIBUTION: use this option to calculate the monthly contribution required to reach a specific financial goal.

3 - PEP: Description of the vesting program.

6 - DISCLAIMER

This is an informal screen that describes the program and its restrictions.

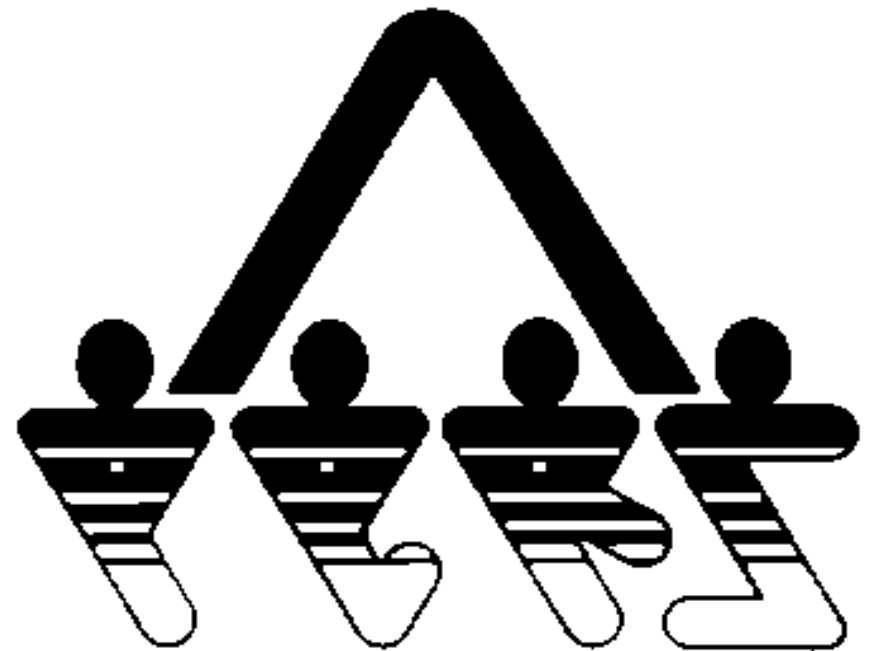
7 - QUIT

Pick this option to leave the program and go back to the DOS prompt.

Printing:

Since the program only estimates, there isn't a printing option. All data and their results are on a single screen, so the user can print by using the Print Screen key.

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